



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 687516

Office Title: Administrative Coordinator

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$60,889 – \$94,521

Number of Positions: 1 **Work Location:** Arsenal, Manhattan

Partnerships for Parks is a collaborative program between New York City Parks and the City Parks Foundation (CPF). This initiative supports and champions a growing network of leaders who care for and advocate for neighborhood parks and green spaces. We provide individuals, organizations and government entities with the skills and tools necessary to ensure these spaces are dynamic community assets.

Major Responsibilities

- Provide administrative support to the director, deputy director, and program director team, ensuring that operations run smoothly and needs are met in a timely manner.
- Collaborate with staff from NYC Parks, CPF and PfP to thoroughly execute work and meet deadlines.
- Manage office logistics, including equipment and supply management, material distribution, and facility organization.
- Track departmental expenses by creating, reviewing, and reconciling financial reports and establish processes to ensure compliance across teams.
- Oversee the purchasing, storage, and tracking of supplies using NYC Parks, CPF, and PfP systems; handle all related forms, distribution and follow-up.
- Support meetings by creating presentations and agendas, managing copying and printing needs, taking notes and facilitating follow-up communication.
- Manage scheduling for the director and the PfP team.
- Answer phones, handle mail, and manage official correspondence and general inquiries.
- Lead onboarding and offboarding processes and tasks and assist with hiring as necessary.
- Assist in creating and distributing standard operating procedures.
- Serve as the central point of contact for staff and manage internal communications, including the daily staff newsletter and announcements as well as contribute content for the intranet.
- Organize and maintain filing systems.
- Assist with event planning and logistics for staff retreats, meetings and other events.
- Work on special projects as needed.
- Support priority events and projects during weekdays, as well as nights and weekends.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hire for all other candidates.

Preferred Skills/Qualifications

1. Ability to work independently and see projects through to completion.
2. Excellent writing, communication, interpersonal and organizational skills.
3. Proficiency in computer software, including Google applications and the Microsoft Office suite (Microsoft Word, Excel, Outlook and PowerPoint).
4. Ability to create and manage financial tracking reports.
5. Strong data analysis and reporting skills.
6. Experience in facility or office management.
7. Experience in planning and executing events.
8. Ability to multitask effectively under pressure.
9. Availability to work evenings and weekends.
10. Valid NYS driver's license.

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115.

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](http://www.nyc.gov/civil-service)



NYC Parks

How to Apply

All Applicants

Click Here to Apply: [Administrative Coordinator](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 687516.

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

*Current City Employees please include your ERN and Job ID# 687516 on your cover letter and resume.

POST DATE: 11/08/2024

POST UNTIL: 11/25/2024

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

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